

STATE OF MONTANA

#### Degrarment of Addienstration

HIELENA SOGOI

July 30, 1971

Honorable Forrest H. Anderson Governor of Montana Capitol Building Helena, Montana 59601

Dear Governor Anderson:

In accordance with your request, I am submitting herewith the proposed reorganization plan for the Department of Administration. The new Department will establish a continuing management improvement program and seek ways of employing modern management procedures to promote efficiency and realize economy in state government.

Yours very truly,

Doyle B. Saxby, State Controller

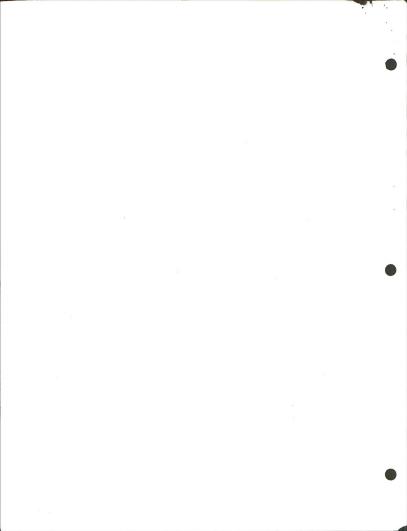
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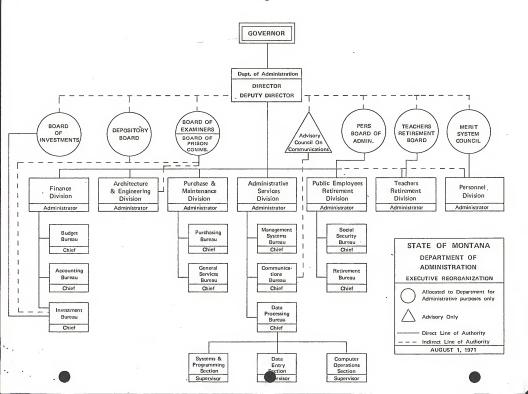


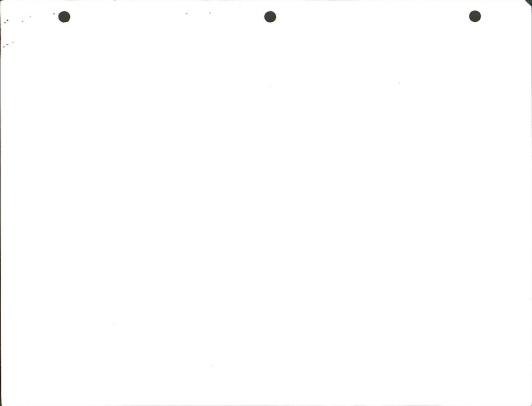
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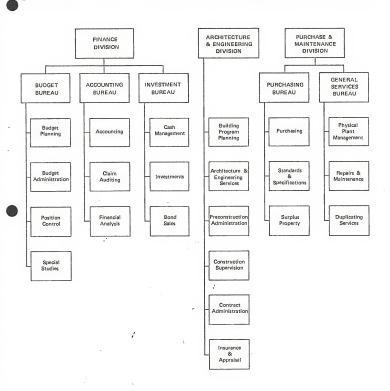


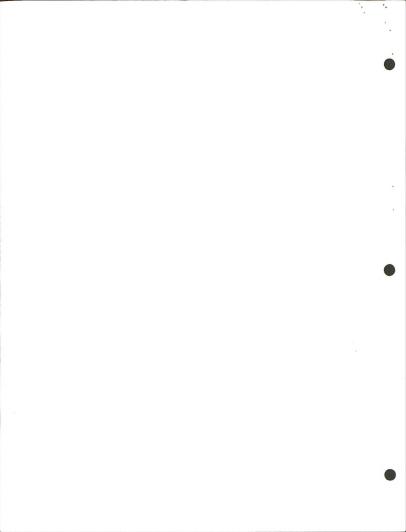




STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION

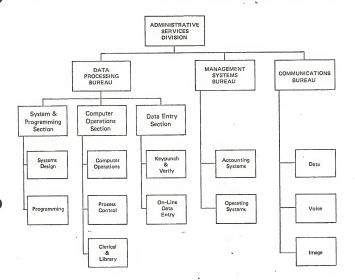
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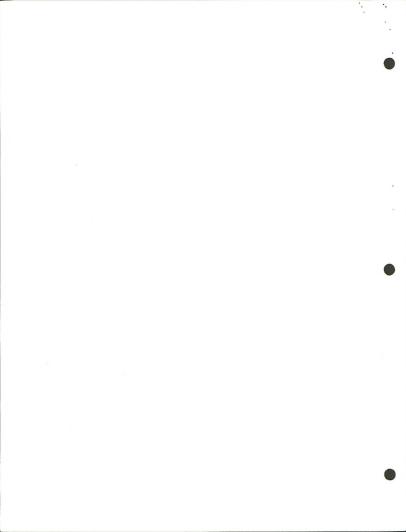




## STATE OF MONTANA DEPARTMENT OF ADMINISTRATION

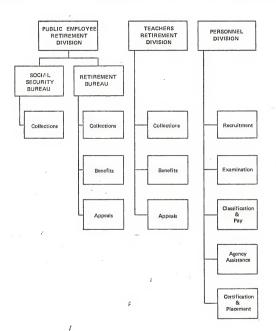
## FUNCTIONAL ORGANIZATION CHART AUGUST 1, 1971





## STATE OF MONTANA DEPARTMENT OF ADMINISTRATION

## FUNCTIONAL ORGANIZATION CHART AUGUST 1, 1971





#### CENTRAL ADMINISTRATIVE PROGRAM

#### DESCRIPTION

This program is responsible for the supervision and coordination of the activities of the several divisions of the Department of Administration, and numerous indirectly assigned responsibilities related to the fiscal procedures and policies of the State including the administrative support functions for the consolidation and payment of travel company bills for transportation purchased by the State of Montana Transportation Requests, the payment of District Judges Travel Claims and other related accounting functions.

#### AUTHORITY

Title 82, Chapter 1, R.C.M. 1947 and Title 82, Chapter 33, R.C.M. 1947.

#### UNIT RESPONSIBLE

This program will be the responsibility of the Director and Deputy Director of the Department of Administration

#### BUDGET PROGRAM

#### DESCRIPTION

The functions of the Budget Program are preparation of the executive budget, submission of the budget to the Legislature, the final administration of the legislaturely approved budget, review of agency budget requests, determining the need and feasibility of these requests, balancing agency requests with the revenue estimates. This program is also responsible for the allocation of administrative costs incurred by those state agencies which costs are attributable to the operations of all state agencies and the determination of the amount of reimbursement due to the General Fund for costs of central services.

#### AUTHORITY

Title 79, Chapter 10 and 24, R.C.M. 1947 and specific provisions written into appropriation bills enacted by the Legislature.

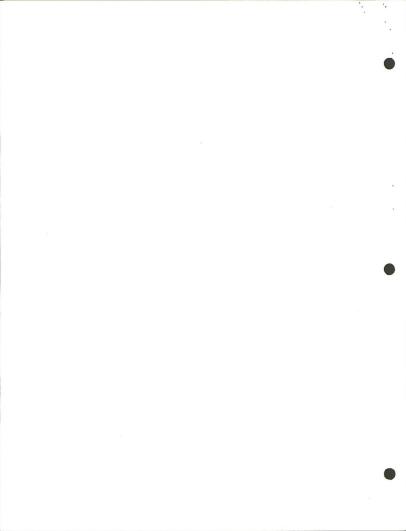
#### UNIT RESPONSIBLE

The Budget Program will be the responsibility of the Budget Bureau of the Finance Division.

#### ACCOUNTING PROGRAM

#### DESCRIPTION

The basic duty of the Accounting Program is to maintain a system of financial control and reporting. The function of the program involves the keeping of accounting records of all-financial transactions of the State, a selected pre-audit of liquidated or settled claims against the State and expenditure control in accordance with the appropriations enacted by the



Legislative Assembly.

#### AUTHORITY

Title 79, Chapters 2, 4 and 6; Title 82, Chapter 1, R.C.M. 1947.

#### UNIT RESPONSIBLE

The Accounting Program will be the responsibility of the Accounting Bureau of the Finance Division.

#### INVESTMENT PROGRAM

#### DESCRIPTION

The Investment Program will provide for investing, for all departments of State Government, all funds subject to investment in accordance with the provisions of the Unified Investment Plan. The program will be responsible for investment related functions as follows: Developing and implementing a comprehensive cash flow management procedure to insure better use of idle cash funds; the management and accounting for the portfolios maintained for each agency; the administrative functions of the State Depository Board. All investment functions will be carried out under policies established by the Board of Investments created in Section 82A-204, R.C.M. 1947. The statutory duties pertaining to municipal bonds and county bonds will be administered under this program.

#### AUTHORITY

Section 82A-204, R.C.M. 1947; Title 11, Chapter 23; Title 16, Chapter 20; Title 31, Chapter 2; Title 59, Chapter 11; Title 75, Chapter 62; Title 79, Chapters 3,11 and 12; Title 81, Chapter 10 and 24; Title 92, Chapters 11 and 13; Title 68, Chapter 1 through 14; Title 93, Chapter 11, R.C.M. 1947.

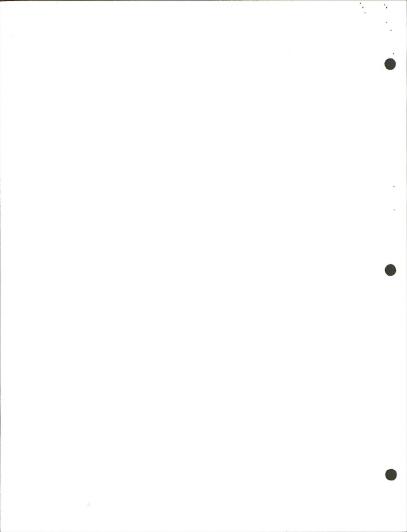
#### UNIT RESPONSIBLE

The Investment Program will be the responsibility of the Investment Bureau of the Finance Division.

#### ARCHITECTURE AND ENGINEERING PROGRAM

#### DESCRIPTION

The basic function of this program is to supervise and coordinate the planning and construction of all state buildings, including the renovation of existing buildings. The three steps in the construction or renovation of a state building are budgeting and planning, authorization, and construction administration and supervision. Authorization for building construction is a legislative function; however, the Division of Architecture and Engineering presents the building program to the Legislature and administers the Long Range Building Program according to legislative direction. With the concurrence of the State Board of Examiners, the division administers the letting of contracts and other functions involved in the supervision of construction. The Division will be responsible for the Fire and Casualty Insurance function



formerly carried out by the State Board of Examiners. This function is charged with establishing values, negotiating insurance coverage, payment of premium, adjustment of losses and reimbursement or repair of facilities of agencies which have suffered insurable losses.\*

#### AUTHORITY

Title 82, Chapter 33, R.C.M. 1947; Chapter 86, Laws of Montana 1971.

#### UNIT RESPONSIBLE

The Architecture and Engineering Program will be the responsibility of the Architecture and Engineering Division.

#### PURCHASING PROGRAM

#### DESCRIPTION

The Purchasing Program is charged with the responsibility to contract for and purchase and/or sell all supplies or materials for all state agencies. The acquisition of supplies involves processing requisitions, collecting bids and awarding bids within statutory regulations.

#### AUTHORITY

Title 82, Chapter 19, R.C.M. 1947.

#### UNIT RESPONSIBLE

The Purchsing Program will be the responsibility of the Purchasing Bureau of the Purchasing and Maintenance Division.

#### GENERAL SERVICES PROGRAM.

#### DESCRIPTION

The General Services Program is responsible for the custodial care of buildings and gounds in the Capitol Complex, supervision of the statewide telephone network services and mailing facilities in the Capitol area; allocation of office space in Helena and the establishment and maintenance of a records management program; and the operation of the Central Duplicating Services.

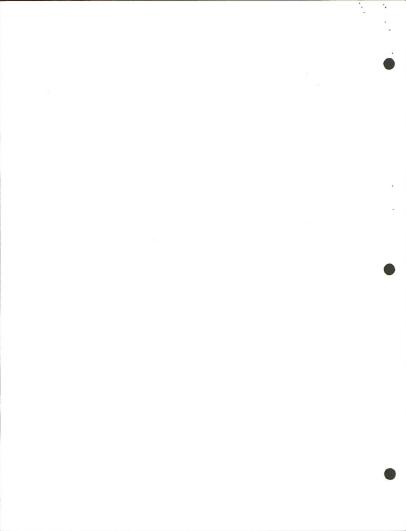
#### AUTHORITY

Title 82, Chapter 33, R.C.M. 1947.

#### UNIT RESPONSIBLE

The General Services Program will be the responsibility of the General Services Bureau of the Purchasing and Maintenance Division.

\* Until activation date of the department of Law Enforcement and Public Safety the Architecture and Engineering Program will remain responsible for the functions of the State Building Code Council pursuant to Title 69, Chapter 21, R.C.M. 1947 and Chapter 348, Laws of Montana 1971.



#### MANAGEMENT SYSTEMS PROGRAM

#### DESCRIPTION

The Management Systems Program is responsible for assisting in the development of Statewide management techniques designed to respond to management needs both today and in the future. The basic function is the development and implementation of uniform management systems, through utilization of improved fiscal procedures.

#### AUTHORITY

Title 82, Chapter 33, R.C.M. 1947.

#### UNIT RESPONSIBLE

This program will be the responsibility of the Management Systems Bureau of the Administrative Services Division.

#### COMMUNICATIONS PROGRAM

#### DESCRIPTION

The Communications Program is responsible for providing communication services to all agencies of state government. The function includes prescribing adequate rules and regulations for the use of any communications equipment and facilities now in use or hereafter made available and general supervision of such equipment.

#### AUTHORITY

Chapter 230, Laws of Montana 1971.

#### UNIT RESPONSIBLE

This program will be the responsibility of the Communications Bureau of the Administrative Services Division,  $\,$ 

#### DATA PROCESSING PROGRAM

#### DESCRIPTION

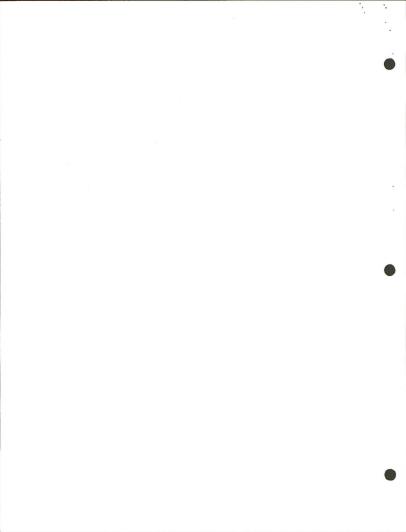
The Data Processing Program is responsible for the maintenance and operation of the Central Data Processing Center. The basic function of this program is to provide the necessary data processing services for various State agencies.

#### AUTHORITY

Title 82, Chapter 33, R.C.M. 1947.

#### UNIT RESPONSIBLE

This program will be the responsibility of the Data Processing Bureau of the Administrative Services Division.



#### RETIREMENT PROGRAM

#### DESCRIPTION

Under policies established by the Board of Administration, the Retirement Program is responsible for the administration of five retirement systems: Public Employees' Retirement System, Game Wardens' Retirement System, Judges' Retirement System, Volunteer Firemens' Pension Plan and Montana Highway Patrolmens' Retirement System. The basic functions of the program are: the collection and accounting for the employee and employer contributions as set forth by statute, the gathering and maintenance of individual membership information, the payment of benefits authorized by the Board of Administration, the refund of contributions to terminating employees withdrawing from the system, and the maintenance of information necessary for the actuarial evaluation of the operation of the system. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed for the administratively transferred agency by the principal department. In the interest of efficiency and effectivness of operation, the functions will be delegated back to the administratively transferred agency (Board of Administration) by the principal department (Department of Administration). A complete analysis of the clerical functions of the two retirement divisions (Public Employees' and Teachers') will be made to determine the feasibility of combining similar functions.)

#### AUTHORITY

Title 68, Chapters 1 through 14; Title 93, Chapter 11; Title 11, Chapter 20; Title 31, Chapter 2, R.C.M. 1947.

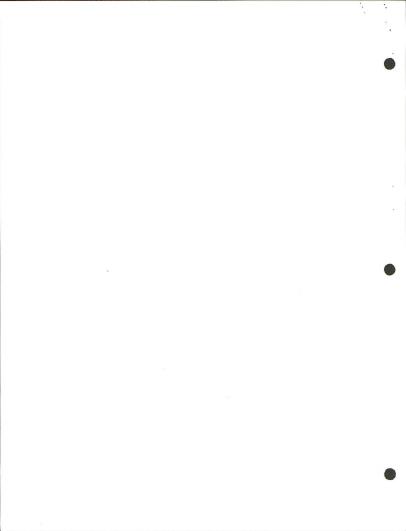
#### UNIT RESPONSIBLE

The Rétirement Program will be the responsibility of the Retirement Bureau of the Public Employees' Retirement Division.

#### SOCIAL SECURITY PROGRAM

#### DESCRIPTION

The Social Security Program is charged with administration of the terms of the Federal-State Agreement of December 7, 1953, relating to Social Security coverage of public employees in Montana, which requires receipt of wage reports and payment of contributions to the Social Security Administration, and to further comply with the Federal-State Agreement concerning modifications of partial terminations of the agreement and conduct and certification of referendums. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed for the administratively transferred agency by the principal department. In the interest of efficiency and effectiveness of operation, the functions will be delegated back to the administratively transferred agency (Board of Administration - Public Employees' Retirement Division) by the principal department (Department of Administration).



#### AUTHORITY

Title 59, Chapter 11, R.C.M. 1947.

#### UNIT RESPONSIBLE

This program will be the responsibility of the Social Security Bureau of the Public Employees' Retirement Division.

#### TEACHERS' RETIREMENT PROGRAM

#### DESCRIPTION

Under policies established by the Teachers' Retirement Board, the Teachers' Retirement Program is responsible for the administration of the Teachers' Retirement System. The basic functions of the program are: The collection and accounting of the employee and employer contributions as set forth by statute; the gathering and maintenance of individual membership information; the payment of benefits authorized by the Teachers' Retirement Board; the refund of contributions to terminating employees withdrawing from the system; and the maintenance of information necessary for the actuarial evaluation of the operation of the system. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed by the administratively transferred agency by the principal department. In the interest of efficiency and effectivness of operation, the functions will be delegated back to the administratively transferred agency (Teachers' Retirement System) by the principal department (Department of Administration). A complete analysis of the clerical functions of the two retirement divisions (Public Employees and Teachers) will be made to determine the feasibility of combining similar functions.)

#### AUTHORITY

Title 75, Chapter 27, R.C.M. 1947.

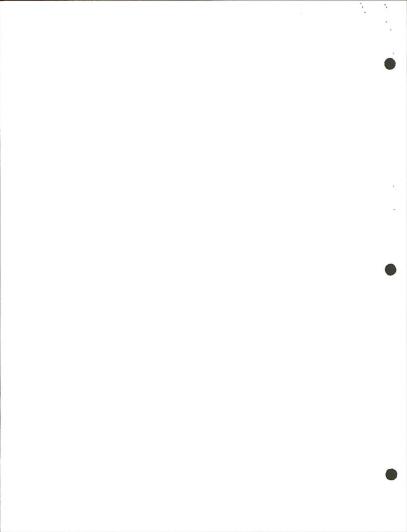
#### DIVISION RESPONSIBLE

The program will be the responsibility of the Teachers' Retirement Division.

#### MERIT SYSTEM PROGRAM

#### DESCRIPTION

In 1939, the Federal Social Security Act was amended to require State agencies receiving certain Federal Funds to operate a personnel program in conformity with Federal standards. The Merit System Program has the responsibility of recruiting and examining applicants for employment, maintaining information concerning the availability of persons who have qualified for employment, certify lists of eligible applicants, giving assistance on personnel practices and techniques, and hearing appeals. (Under the provisions of Section 82A-108 of Chapter 272, the Executive Reorganization Act of 1971, most of the above functions would be performed for the administratively transferred agency by the principal department. In the interest of efficiency and effectivness of operation, the functions will be delegated back to the



administratively transferred agency (Merit System Council - Personnel Division) by the principal department (Department of Administration).

#### AUTHORITY

There is no specific legislation creating the Merit System; however, legislation concerning the Merit System is found in the following Sections of the Revised Codes of Montana: 59-902; 69-4109; 71-203; 71-217; 87-123.

#### DIVISION RESPONSIBLE

This program will be the responsibility of the Personnel Division.

#### BOARD OF EXAMINERS PROGRAM

#### DESCRIPTION

The Board of Examiners Program is responsible for the functions relating to examining claims against the State, except salaries or compensation of officers fixed by law, as prescribed in Article VII, Section 20 of the Montana Constitution and the function relating to planning, financing, administration, and construction of state buildings.

#### AUTHORITY

Article VII, Section 20 of the Montana Constitution; Title 78, Chapters 7 and 12; Title 79, Chapter 22; and Sections 82-1131, and 82-3319, R.C.M. 1947.

#### UNIT RESPONSIBLE

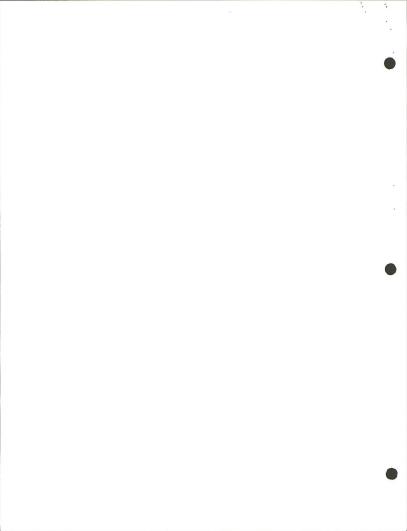
This program will be the responsibility of the Board of Examiners.

#### POTENTIAL SAVINGS

In addition to the fact that the proposed plan for reorganization of the Department of Administration will provide a more coordinated and efficient performance of the duties assigned to this department, the following specific examples of potential savings are cited:

▶The implementation of a centralized investment and cash management program will result in a substantial increase in interest earnings. Page 32 of the Legislative Auditor's Report on Examination of the Office of the State Treasurer for the Calendar Year Ended December 31, 1969 reads in part as follows:

"There is no sound business reason why a large portion of the treasury cash could not be invested in CD's or short term securities. We believe that if the treasurer briefly examined the historical trend of cash outflow and inflow in combination with predicted cash requirements, it would be found that a large portion of the treasury cash currently in demand deposit accounts could be invested in CD's or other investments without any detrimental effects on the cash position of the treasury.



It is not difficult to visualize the benefits which would be derived from this action. For example, had the treasurer been able to invest at least \$2,000,000 of the \$27,000,000 in demand deposits on hand during calendar year 1969 in CD's at the nominal rate of 5 percent for one year, at least \$100,000 in revenue would have been earned. We believe that much more than \$2,000,000-possibly as much as \$20,000,000 could have been invested without any adverse effect on the state's cash position."

Based on the assumption that the available cash and interest rates will remain fairly constant in comparison with the period covered by the audit, it is reasonable to assume that an additional \$500,000.00 per year can be realized in interest earnings from this one source. The elimination of the need for consulting investment advisors will save at least \$6,000.00 per year.

The consolidation of the administrative accounting functions of the State Board of Examiners and the Central Administration Division of the Department of Administration will eliminate the need for an accounting clerk, resulting in a savings of \$4,000.00 per year.

▶ Each retirement program has been required to modify their office procedures to accomodate increased demands as they occur. In the past each system has developed their own procedures. It is quite apparent that a savings could be realized in the future, by combining this effort.

#### SPACE REQUIREMENTS

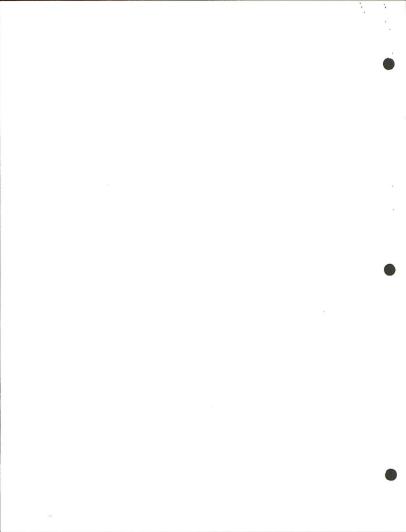
The following plans are being formulated to house the various units of the Department of Administration.

The Architecture and Engineering Division will be moved to leased space in the Teachers' Retirement System Building.

▶ The combined offices of the Central Administration Section and the Board of Examiners will be housed in rooms 233 and 234 of the Capitol Building.

The Budget Bureau will occupy rooms 101, 102, and 104 of the Capitol Building. The space vacated by the Budget Bureau will be occupied by the Department of State Lands.

All other functions will be housed in space currently occupied by said functions.



## STATE OF MONTANA

#### EXECUTIVE REORGANIZATION

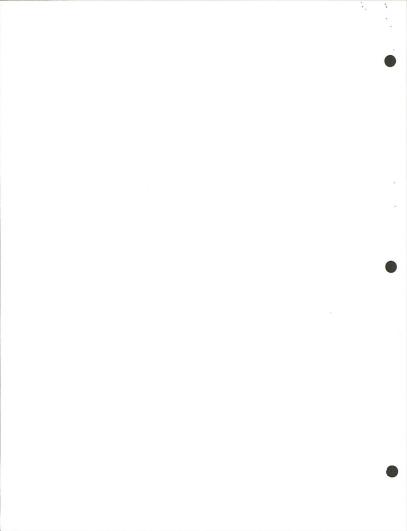
ACCOUNT/APPROPRIATION TRANSFER FORM

|                              |        |   | DATE     |    | July 20, | 1971 |
|------------------------------|--------|---|----------|----|----------|------|
| For The<br>Department<br>Of: |        | of Administration  f Principal Department |          |    |          |      |
| Forms<br>Completed           |        | osser, Assistant State                    | Controll | er |          |      |
| Ву:                          | Name A | INSTRUCTIONS                              |          | W  |          |      |

This form is to be completed for every existing agency whose functions (in whole or in part) are to be transferred to the principal department, including agencies transferred to the department for administrative purposes only. Part (a) below is to be followed for agencies which will be abolished and whose functions will be transferred to the department. Part (b) is to be followed for agencies transferred to the department for administrative purposes only.

- (a) If all accounts and appropriations of the existing agency are to be transferred to the principal department, simply indicate this fact. It will not be necessary to specify the accounts and appropriations involved. If some of the agency's accounts and appropriations are to be transferred to the principal department and some are to be transferred to another department, specify the estimated amount to be transferred to each department by account and appropriation number.
- (b)If all accounts and appropriations of an administratively transferred agency are to be retained by the agency or transferred to the principal department, simply indicate this fact. It will not be necessary to specify the accounts or appropriations involved. If part of the accounts and appropriations are to be transferred to the principal department, indicate the estimated amount to be transferred, by account and appropriation number. In addition, indicate the estimated amount to be retained by the administratively transferred agency, by account and appropriation number.

NOTE: Please use a separate sheet for each existing agency.



## EXECUTIVE REORGANIZATION ACCOUNT/APPROPRIATION TRANSFER FORM

DATE July 20, 1971
PAGE

|   |   |   |                                     | DESIGNATION   |                                   |  |  |
|---|---|---|-------------------------------------|---|-----------------------------------|--|--|
| For The<br>Department   |   | Department of   |                                     |   |                                   |  |  |
| Of:   |   | Name Of Pri   |                                     |   |                                   |  |  |
| EXISTING  | AGENCY  | Department of Administration  |                                     |   |                                   |  |  |
| Account<br>Number   | Appropriation<br>Number   | Estimated<br>Balance At<br>Transfer Date  | To Principal Department Named Above | Transferred To Another<br>Principal Department<br>(Please Name)   | Retained By<br>Existing<br>Agency |  |  |
|   |   |   | (1/)                                |   | (V)                               |  |  |
| Departme<br>transfer<br>Administ<br>the foll<br>balance<br>to the D<br>and Fubl<br>of Chapt | nt of Admi<br>red to the<br>ration wit<br>owing appr<br>of which we<br>epartment<br>ic Safety | oppropriations of nistration will new Department a the exception oppriation, the ill be transfer f Law Enforceme upon implementative Executive of 1971. | be<br>of<br>of<br>ed                | -   |                                   |  |  |
| 110100  | 12020<br>(& de  | Council   | ,                                   | Department of Law Enforcement and<br>Public Safety - on the activation<br>date of the Department of Law<br>Enforcement and Public Safety. |                                   |  |  |
|   |   |   |                                     | ·   |                                   |  |  |

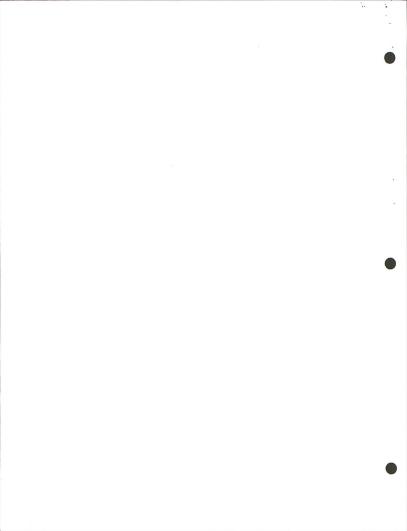


# EXECUTIVE REORGANIZATION ACCOUNT/APPROPRIATION TRANSFER FORM For The Department of Administratio Of: Name Of Principal Department

DATE July 20, 1971

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DESIGNATION

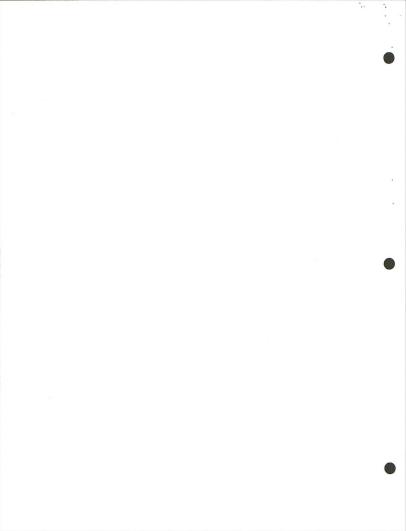
| ) | For The<br>Department<br>Of:                   |   | Department of Administration  Name Of Principal Department |  |                   |                                   |  |  |
|---|--|---|--|--|-------------------|-----------------------------------|--|--|
|   | EXISTING                                       | AGENCY                                    | Department   | of La  | nds & Investments |                                   |  |  |
|   | Account<br>Number                              | Appropriation<br>Number                   | Pstimated.   | Transferred<br>To Principal<br>Department<br>Named Above |                   | Retained By<br>Existing<br>Agency |  |  |
|   |  |   |  | (V)  | l                 | (V)                               |  |  |
|   |  | 1971-197                                  | 2 APPROPRIATIONS   |  |                   |                                   |  |  |
|   | 110100<br>207700<br>212200<br>214700<br>214700 | 12051<br>22009<br>22010<br>22011<br>22012 | 75.450<br>6.000<br>11.000<br>8.000<br>2.000                | X<br>X<br>X<br>X   |                   |                                   |  |  |
|   |  | 1972-197                                  | 3 APPROPRIATIONS   |  |                   | *                                 |  |  |
|   | 110100<br>207700<br>212200<br>214700<br>214000 | 13051<br>23009<br>23010<br>23011<br>23012 | 45.950<br>7.000<br>12.000<br>9.000<br>2.000                | X<br>X<br>X<br>X   | ,                 |                                   |  |  |
|   | ALL OTHE                                       | R ACCOUNTS                                | AND APPROPRIAT   | ONS  |                   | Х                                 |  |  |
|   |  |   |  |  |                   |                                   |  |  |



# EXECUTIVE REORGANIZATION ACCOUNT/APPROPRIATION TRANSFER FORM

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PESIGNATION

| TRANSFER FORM DESIGNATION |                         |  |  |   |                                   |
|---------------------------|-------------------------|--|--|---|-----------------------------------|
| For The<br>Department     |                         | Depar                                    | tment c  | of Administration   |                                   |
| Of:                       |                         | Name Of Pri                              | ncipal De  | epartment   |                                   |
| EXISTING                  | AGENCY                  | State                                    | Board  | of Examiners  |                                   |
| Account<br>Number         | Appropriation<br>Number | Estimated<br>Balance At<br>Transfer Date | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another<br>Principal Department<br>(Please Name) | Retained By<br>Existing<br>Agency |
|                           |                         |  | (V)  |   | (V)                               |
| 110100                    | 1971-1972<br>12036      | APPROPRIATIONS<br>33%<br>23%             | Х  |   | Х                                 |
|                           |                         | 44%                                      | Х  |   |                                   |
| 110100<br>110100          | 12037<br>12038          | 100%<br>100%                             | х  |   | Х                                 |
| 210600                    | 22007                   | 100%                                     | Х  |   |                                   |
| 110100                    | 12039                   | 100%                                     |  |   | Х                                 |
|                           | 1972 - 19               | 73 APPROPRIATIO                          | VS.  |   |                                   |
| 110100                    | 13036                   | 33%<br>23%                               | х  |   | Х                                 |
|                           |                         | 44%                                      | Χ.   | , *   |                                   |
| 110100<br>110100          | 13037<br>13038          | 100%<br>100%                             | х  |   | х                                 |
| 210600                    | 23007                   | 100%                                     | Х  |   |                                   |
| 110100                    | 13039                   | 100%                                     |  | 1   | Х                                 |
|                           |                         |  |  |   |                                   |
|                           |                         |  |  |   |                                   |



EXECUTIVE REORGANIZATION

ACCOUNT/APPROPRIATION

TRANSFER FORM

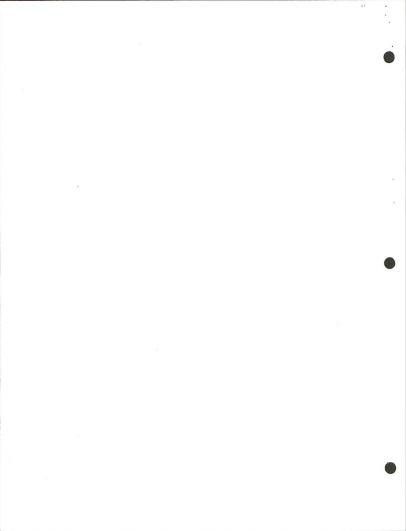
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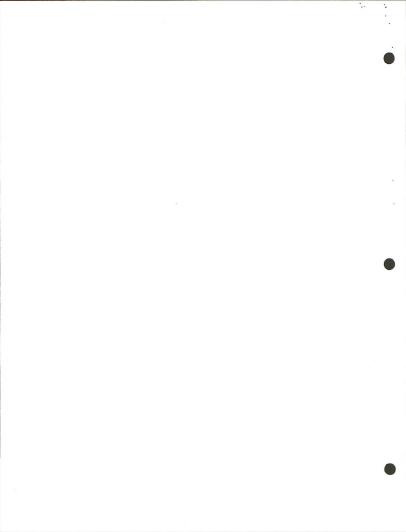
DESIGNATION

| For The<br>Department<br>Of: | 1                       | Department of Administration  Name Of Principal Department   |  |   |                                   |  |  |  |  |  |
|------------------------------|-------------------------|--|--|---|-----------------------------------|--|--|--|--|--|
| EXISTING AGENCY              |                         | Montana Highway Patrol Retirement Account  |  |   |                                   |  |  |  |  |  |
| Account<br>Number            | Appropriation<br>Number | Estimated<br>Balance At<br>Transfer Date   | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another<br>Principal Department<br>(Please Name) | Retained By<br>Existing<br>Agency |  |  |  |  |  |
|                              |                         |  | <b>(√)</b>   |   | (\(\sigma\)                       |  |  |  |  |  |
| 918700                       | none                    | Entire balance<br>as of date of<br>transfer  | x  | . 4   |                                   |  |  |  |  |  |
| 110100                       | 1971-1972<br>12246      | Balance of the amount of this appropriation allocated to the operation of the Retireme Account as of date of transfe |  |   |                                   |  |  |  |  |  |
|                              | 1972-1973               |  |  | *   |                                   |  |  |  |  |  |
| 110100                       | 13246                   | Balance of the amount of this appropriation allocated to the operation of the Retireme Account as of date of transfe |  | *   |                                   |  |  |  |  |  |
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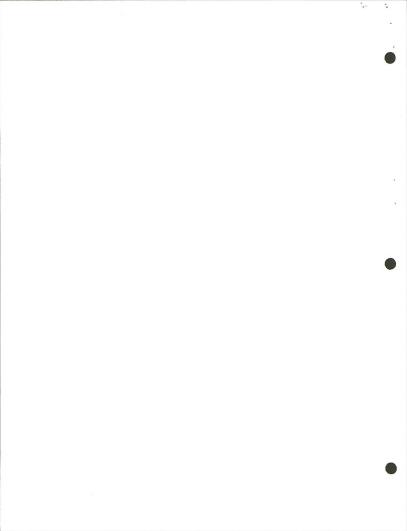
| EXECUTIVE REORGANIZATION |                         |  |   | DATE July 20, 1971  |  |  |  |  |
|--------------------------|-------------------------|--|---|---------------------|--|--|--|--|
| ACCO                     | OUNT/APPROF<br>TR       | RIATION<br>ANSFER FORM                   |   | PAGE<br>DESIGNATION | >  |  |  |  |
| For The<br>Department    |                         |  |   | inistration         |  |  |  |  |
| Of:                      |                         | Name Of Pri                              | ncipal De                                       | partment            |  |  |  |  |
| EXISTING                 | AGENCY                  | Public Emp                               | loyees'   | Retirement          |  |  |  |  |
| Account<br>Number        | Appropriation<br>Number | Estimated<br>Balance At<br>Transfer Date | Transferred To Principal Department Named Above | Princi              | rred To Another<br>pal Department<br>lease Name) | Retained By Existing Agency            |  |  |
|                          |                         |  | (V)   |                     |  | ······································ |  |  |
|                          |                         | appropriations<br>by existing agen       | cy.   | *                   |  | x                                      |  |  |
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| EXECUTIVE REORGANIZATION |                         |  | DATE July 20, 1971                                       |                     |  |   |                         |  |
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| ACC                      | OUNT/APPROI<br>TE       | PRIATION<br>RANSFER FORM                 |  | PAGE<br>DESIGNATION |  |   |                         |  |
| For The<br>Departmen     |                         | Department                               | of Admir   | nistration          |  |   |                         |  |
| Of:                      | t                       | Name Of Pri                              |  |                     |  |   |                         |  |
| EXISTING                 | AGENCY                  | Teachers'                                | Retiremen  | nt System           |  |   |                         |  |
| Account<br>Number        | Appropriation<br>Number | Estimated<br>Balance At<br>Transfer Date | Transferred<br>To Principal<br>Department<br>Named Above | Princip             | rred To Another<br>pal Department<br>lease Name) |   | Retained By<br>Existing |  |
|                          |                         |  | (√)  |                     |  |   | (V                      |  |
| All acc                  | bunts and               | appropriations                           |  |                     | o  |   |                         |  |
| will be                  | retained                | y existing agen                          | cy.  |                     |  | 1 | X                       |  |
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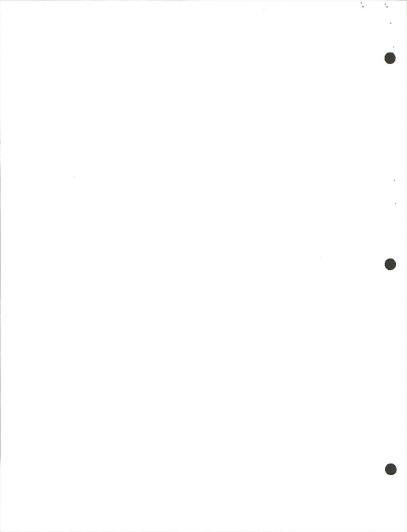
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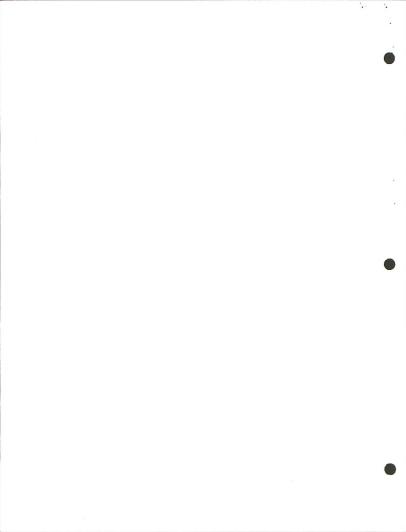
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| ACCO                  | OUNT/APPROF<br>TR        | RIATION<br>ANSFER FORM                   |  | PAGE DESIGNATION |             |     |                                   |
| For The<br>Department |                          | Departmen                                | t of Ad  | ministration     |             |     |                                   |
| Of:                   |                          | Name Of Pri                              |  |                  |             |     |                                   |
| EXISTING              | AGENCY                   | Merit Sys                                |  | ncil             |             |     |                                   |
| Account<br>Number     | Appropriation<br>Number  | Estimated<br>Balance At<br>Transfer Date | penguap ood Transferred To Another process of the penguap of the p |                  |             |     | Retained By<br>Existing<br>Agency |
|                       |                          |  | (V)  |                  |             |     | (V)                               |
| All acco              | unts and a<br>retained b | ppropriations<br>y existing agend        | y  |                  |             |     | x                                 |
|                       |                          |  | 4  |                  |             | 1   |                                   |
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### DATE EXECUTIVE REORGANIZATION July 20, 1971 ACCOUNT/APPROPRIATION PAGE TRANSFER FORM DESIGNATION For The Department Department of Administration Of: Name Of Principal Department EXISTING AGENCY Board of State Prison Commissioners Transferred To Principal Department Named Above Transferred To Another Estimated Account Appropriation Balance At Principal Department Number Number Transfer Date (Please Name) (V) No accounts or appropriations assigned to agency.



### July 20, 1971 EXECUTIVE REORGANIZATION DATE ACCOUNT/APPROPRIATION PAGE TRANSFER FORM DESIGNATION For The Department of Administration Department Of: Name Of Principal Department EXISTING AGENCY State Depository Board Transferred To Principal Department Named Above Estimated Transferred To Another Account Appropriation Balance At Principal Department Number Number Transfer Date (Please Name) (V) No accounts or appropriations assigned to agency.



# STATE OF MONTANA OFFICE OF THE GOVERNOR

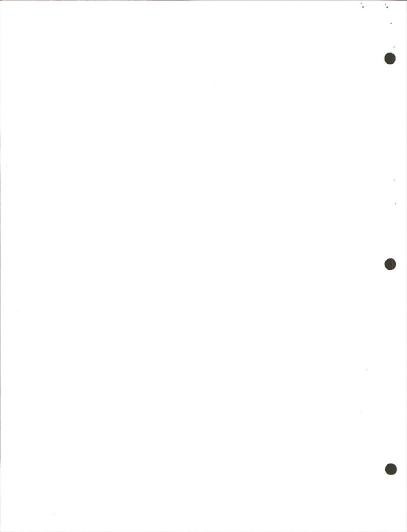
## EXECUTIVE REORGANIZATION PERSONNEL TRANSFER FORM

|                       |              |                      | DATE       | July 20, 1971 |
|-----------------------|--------------|----------------------|------------|---------------|
| For The<br>Department | Department o | f Administration     |            |               |
| Of:                   | Name Of F    | Principal Department |            |               |
| Forms<br>Completed    | Jack C. Cros | ser, Assistant State | Controller |               |
| By:                   | Name And     | Title                |            |               |
|                       | 8            | INSTRUCTIONS         | V          |               |

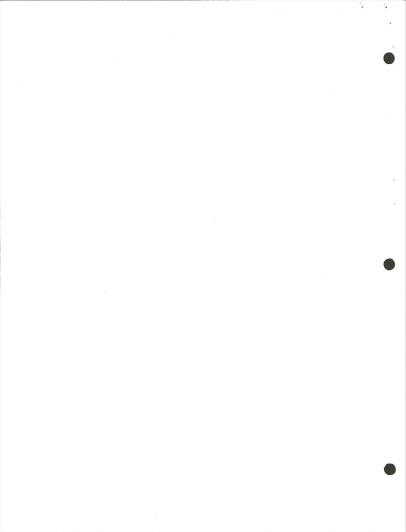
This form is to be completed for every existing agency whose functions (in whole or in part) are to be transferred to the principal department, including agencies transferred to the department for administrative purposes only. Part (a) below is to be followed for agencies which will be abolished and whose functions will be transferred to the department. Part (b) is to be followed for agencies transferred to the department for administrative purposes only.

- (a)If all employees of the existing agency are to be transferred to the principal department, simply indicate this fact. It will not be necessary to specify the personnel involved. If some of the agency's personnel are to be transferred to the principal department and some personnel are to be transferred to another department, please specify the names and titles of the employees to be transferred to each department.
- (b)If all employees of an administratively transferred agency are to be retained by the agency or transferred to the principal department, simply indicate this fact. It will not be necessary to specify the personnel involved. If some of the personnel are to be transferred to the principal department and some personnel are to be retained by the agency, please specify the names and titles of the employees to be transferred and retained.

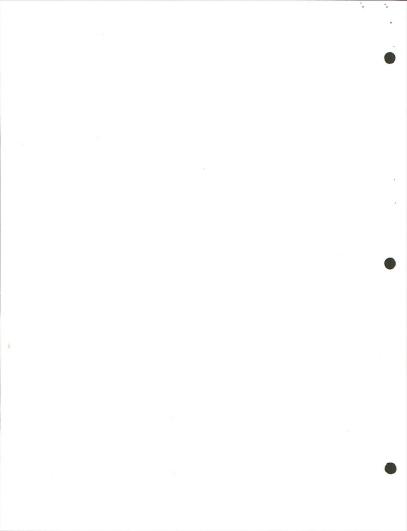
NOTE: Please use a separate sheet for each existing agency.



| EXECUTIVE REO  | RGANIZA  | TION                 | DATE   | July 20, 1971   |                                   |
|--|----------|----------------------|--|---|-----------------------------------|
| PERSONNEL TI   | RANSFER  | FORM                 | PAGE<br>DESIGNAT   | LION  |                                   |
| For The Department Of Admini Of:  Name Of Principal Dep        |          |                      |  |   |                                   |
|  |          | me Of Principal Depa |  |   |                                   |
| EXISTING AGENCY  | Depar    | tment of Adminis     |  |   |                                   |
| EMPLOYEE'S NAM   | 4E       | POSITION TITLE       | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another<br>Principal Department<br>(Please Name) | Retained By<br>Existing<br>Agency |
|  |          |                      | (√)  |   | (v)                               |
| All personnel of t<br>Administration will<br>new Department of | l be tra | nsferred to the      | x  |   |                                   |
|  |          |                      |  |   |                                   |



| EXECUTIVE REOF        | RGANIZA | TION                  | DATE   |      | July 20, 1971   |                         |
|-----------------------|---------|-----------------------|--|------|---|-------------------------|
| PERSONNEL TR          | RANSFER | FORM                  | PAGE<br>DESIGNAT   | TION | >   |                         |
| For The<br>Department |         | rtment of Adminis     |  |      |   |                         |
| Of:                   |         | me Of Principal Depar |  |      |   |                         |
| EXISTING AGENCY       | Depa    | rtment of Lands &     |  |      |   | 1.                      |
| EMPLOYEE'S NAM        | Е       | POSITION TITLE        | Transferred<br>To Principal<br>Department<br>Named Above |      | Transferred To Another<br>Principal Department<br>(Please Name) | Retained By<br>Existing |
|                       |         |                       | (1/)   |      |   | (V)                     |
| All personnel         |         |                       |  |      |   | x                       |
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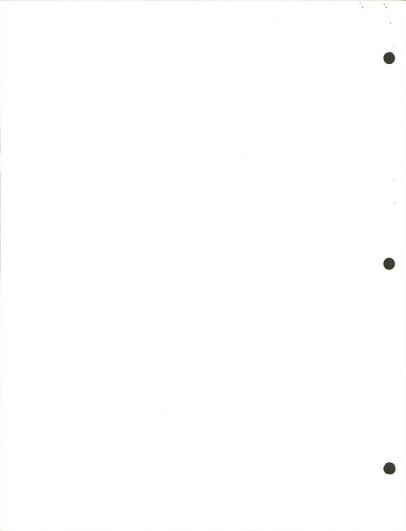
# EXECUTIVE REORGANIZATION PERSONNEL TRANSFER FORM DATE July 20, 1971 PAGE DESIGNATION

| For The Department | Department of Administration |
|--------------------|------------------------------|
| Of:                | Name Of Principal Department |
| EXISTING AGENCY    | State Board of Examiners     |

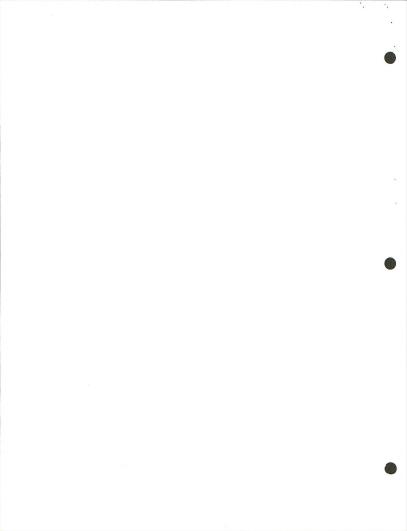
| EXISTING AGENCY    |    |                   |  |   |                                   |  |
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| EMPLOYEE'S NAM     | íE | POSITION TITLE    | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another<br>Principal Department<br>(Please Name) | Retained By<br>Existing<br>Agency |  |
|                    |    |                   | (1)  |   | (V)                               |  |
| Lester S. Hansen   |    | Asst. Clerk (ins) | x  |   |                                   |  |
| Albert J. Massman  |    | Appraiser         | x  | ·   |                                   |  |
| Kermit C. Sullivan | ı  | Accountant        | x  |   |                                   |  |
| Patricia F. Huth   |    | Clerk/Typist      | х  |   |                                   |  |
| M. Wm. McEnaney    |    | Executive Clerk   |  |   | x                                 |  |
| Ella Mae Winfield  |    | Stenographer      |  |   | x                                 |  |
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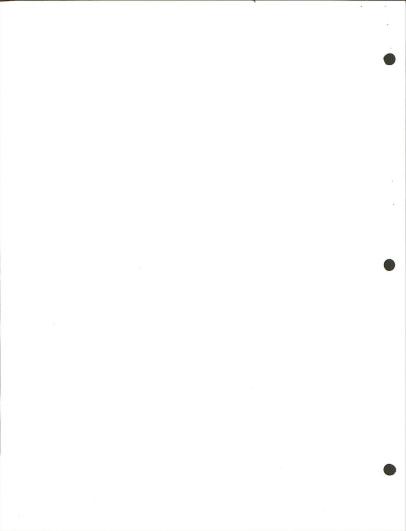
| EXECUTIVE REORGANIZATION                |                 |                         | DATE July 21, 1971                                       |   |                                   |  |  |  |
|---|-----------------|-------------------------|--|---|-----------------------------------|--|--|--|
| PERSONNEL TI                            | RANSFER         |                         | PAGE<br>DESIGNATION                                      |   |                                   |  |  |  |
| For The<br>Department                   | Dep             | artment of Administ     | nistration   |   |                                   |  |  |  |
| Of:                                     |                 | me Of Principal Departm |  |   |                                   |  |  |  |
| EXISTING AGENCY                         | Pub             | lic Employees Retin     |  |   |                                   |  |  |  |
| EMPLOYEE'S NAM                          | ИЕ              | POSITION TITLE          | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another<br>Principal Department<br>(Please Name) | Retained By<br>Existing<br>Agency |  |  |  |
|   |                 |                         | (√)  |   | (V)                               |  |  |  |
| All personell will retained by existing | be<br>ng agency |                         |  |   | x                                 |  |  |  |
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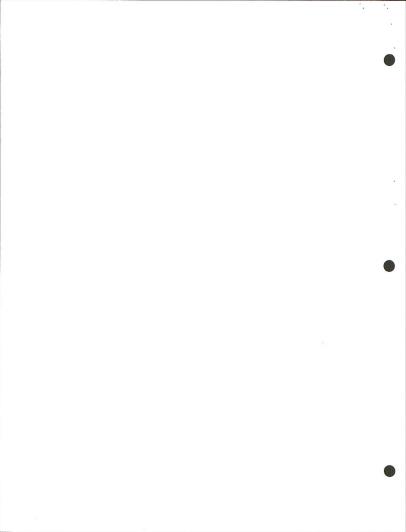
| EXECUTIVE REO                          | RGANIZA        | TION                 | DATE  | July 20, 1971   |                                   |  |
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| PERSONNEL TI                           | RANSFER        | FORM                 | PAGE<br>DESIGNATIO                              |   |                                   |  |
| For The<br>Department                  | Depar          | rtment of Adminis    | stration  |   |                                   |  |
| Of:                                    |                | me Of Principal Depa |   |   |                                   |  |
| EXISTING AGENCY                        | Teach          | ers' Retirement      |   |   |                                   |  |
| EMPLOYEE'S NAM                         | 1E             | POSITION TITLE       | Transferred To Principal Department Named Above | Transferred To Another Principal Department (Please Name) | Retained By<br>Existing<br>Agency |  |
|  |                |                      | (√)   |   | (v)                               |  |
| dl personnel will retained by existing | be<br>g agency |                      |   |   | x                                 |  |
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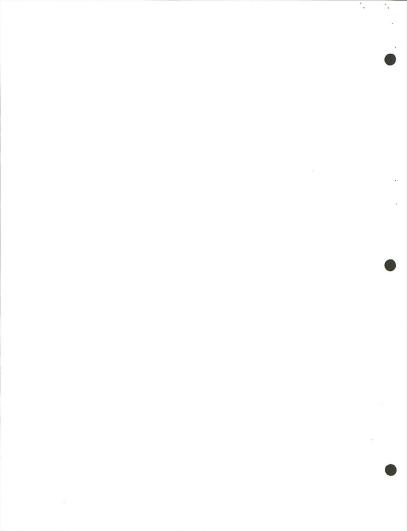
| EXECUTIVE REORGANIZATION  PERSONNEL TRANSFER FORM |   |                      | DATE July 20, 1971  PAGE DESIGNATION                     |   |                                   |  |
|---|---|----------------------|--|---|-----------------------------------|--|
| For The Department of Adminis                     |   |                      |  |   |                                   |  |
| Department<br>Of:                                 |   | me Of Principal Depa |  |   |                                   |  |
| EXISTING AGENCY                                   |   | na Highway Patro     |  | nt Account  |                                   |  |
| EMPLOYEE'S NAM                                    | Е | POSITION TITLE       | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another Principal Department (Please Name) | Retained By<br>Existing<br>Agency |  |
|   |   |                      | ()   |   | (v)                               |  |
| None  |   |                      |  |   |                                   |  |
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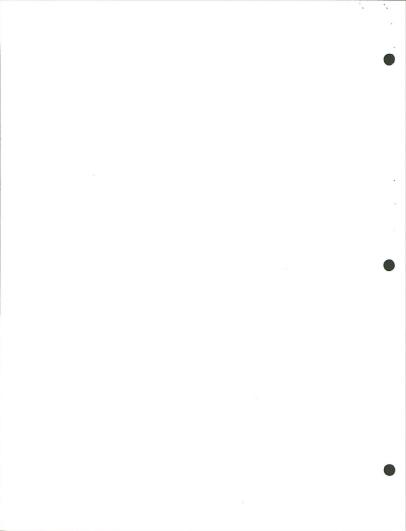
| EXECUTIVE REO                          | RGANIZA        | TION                    | DATE July 20, 1971                                       |   |                                   |  |  |  |
|--|----------------|-------------------------|--|---|-----------------------------------|--|--|--|
| PERSONNEL TRANSFER FORM                |                |                         | PAGE DESIGNATION   |   |                                   |  |  |  |
| For The Department of Adminis          |                |                         | ation  |   |                                   |  |  |  |
| Of:                                    | Na             | me Of Principal Departi | nent   |   |                                   |  |  |  |
| EXISTING AGENCY Merit System Council   |                |                         |  |   |                                   |  |  |  |
| EMPLOYEE'S NAME                        |                | POSITION TITLE          | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another<br>Principal Department<br>(Please Name) | Retained By<br>Existing<br>Agency |  |  |  |
|  |                |                         | (1/)   |   | (V)                               |  |  |  |
| All personnel will retained by existin | be<br>g agency |                         |  |   | x                                 |  |  |  |
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| EXECUTIVE REORGANIZATION PERSONNEL TRANSFER FORM |       |                    | D.      | ATE  | July 20, 1971   |   |                         |
|--|-------|--------------------|---------|--|---|---|-------------------------|
|  |       |                    |         | PAGE<br>DESIGNATION                                      |   |   |                         |
| For The Department Department of Adm             |       |                    | minis   | tration  |   |   |                         |
| Of:  | Nar   | me Of Principal De | epartme | ent  |   |   |                         |
| EXISTING AGENCY                                  | Во    | ard of State P     | rison   | Commissi   | ioners  |   |                         |
| EMPLOYEE'S NAME                                  |       | POSITION TITLE     |         | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another<br>Principal Department<br>(Please Name) |   | Retained By<br>Existing |
|  |       |                    |         | (1)  |   |   | (V)                     |
| No personnel emp<br>by agency.                   | loyed |                    |         |  |   | 1 |                         |
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| EXECUTIVE REORGANIZATION             |       |                       | DATE July 20, 1971  |   |   |  |                                   |  |  |
|--------------------------------------|-------|-----------------------|---------------------|---|---|--|-----------------------------------|--|--|
| PERSONNEL TRANSFER FORM              |       |                       | PAGE DESIGNATION    |   |   |  |                                   |  |  |
| For The Department of Administration |       |                       |                     |   |   |  |                                   |  |  |
| Of:                                  | Nan   | me Of Principal Depar | tment               |   |   |  |                                   |  |  |
| EXISTING AGENCY                      | S     | State Depository      |                     | 1 |   |  |                                   |  |  |
| EMPLOYEE'S NAME                      |       | POSITION TITLE        | Tran<br>To To Depar |   | Transferred To Another Principal Department (Please Name) |  | Retained By<br>Existing<br>Agency |  |  |
|                                      |       |                       | (1                  |   |   |  | (V)                               |  |  |
| No personnel emp<br>by agency.       | loyed |                       |                     |   |   |  |                                   |  |  |
|                                      |       |                       |                     |   |   |  |                                   |  |  |



#### STATE OF MONTANA

OFFICE OF THE GOVERNOR

#### EXECUTIVE REORGANIZATION

PROPERTY TRANSFER FORM

| DATE July 20, 1971      |
|-------------------------|
| stration                |
| rtment                  |
| istant State Controller |
|                         |
|                         |



INSTRUCTIONS

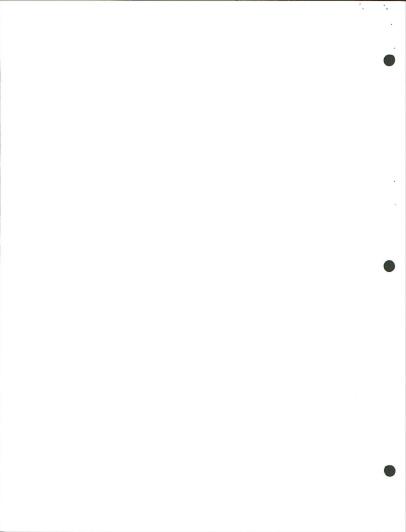


This form is to be completed for every existing agency whose functions (in whole or in part) are to be transferred to the principal department, including agencies transferred to the department for administrative purposes only. Part (a) below is to be followed for agencies which will be abolished and whose functions will be transferred to the department. Part (b) is to be followed for agencies transferred to the department for administrative purposes only.

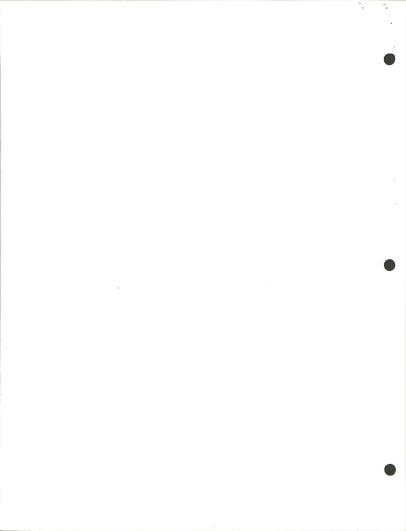
"Property", as used herein, refers to both real property and personal property, including supplies, but excluding cash and appropriation balances.

- (a)If all property of the existing agency is to be transferred to the principal department, simply indicate this fact. It will not be necessary to specify the property involved. If some of the agency's property is to be transferred to the principal department and some property is to be transferred to another department, specify which property is to be transferred to each department
- (b)If all property of an administratively transferred agency is to be retained by the agency or transferred to the principal department, simply indicate this fact. It will not be necessary to specify the property involved. If some of the property of such an agency is to be transferred to the principal department and some property is to be retained by the agency, indicate by quantity and description which property is to be transferred and retained.

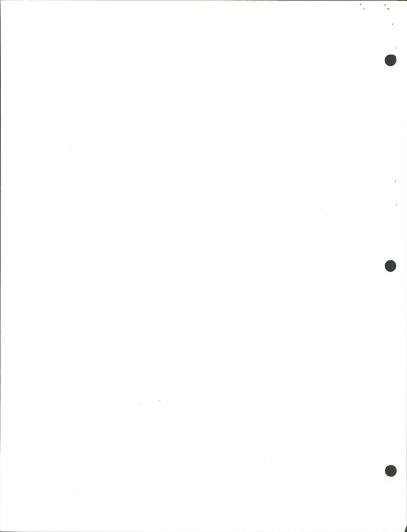
NOTE: Please use a separate sheet for each existing agency.



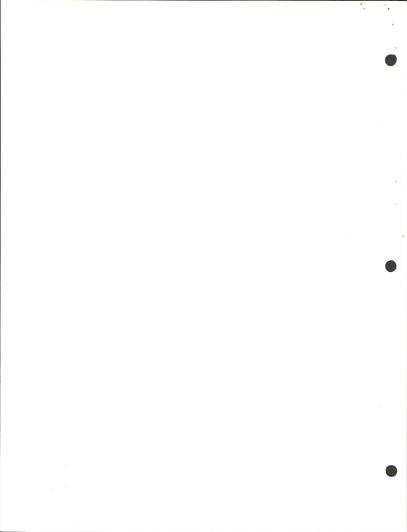
| EX                          | ECUTIVE REO                   | RGANIZATION   | DAT         | DATE , July 20, 1971 |   |  |     |  |  |
|-----------------------------|-------------------------------|---|-------------|----------------------|---|--|-----|--|--|
| PROPERTY TRANSFER FORM      |                               |   |             | PAGE<br>DESIGNATION  |   |  |     |  |  |
| For T<br>Depart             |                               | Department of A   | dministrati | on                   |   |  |     |  |  |
| Of: Name Of Principal Depar |                               |   |             |                      |   |  |     |  |  |
| EXIST                       | ING AGENCY                    | Department of A   | dministrati | on                   |   |  |     |  |  |
| Quantity                    | ntity Description Of Property |   |             |                      | Transferred To Another Principal Department (Please Name) |  |     |  |  |
|                             |                               |   | (√)         |                      |   |  | (4) |  |  |
|                             | Administrati                  | of the Department<br>ion will be tranferr<br>artment of Administr | ed to       |                      |   |  |     |  |  |
|                             |                               |   |             |                      |   |  |     |  |  |
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| EX              | ECUTIVE REO                             | RGANIZATION                                      | DATE   | July 20, 1971   |                         |  |
|-----------------|---|--|--|---|-------------------------|--|
| F               | PROPERTY TR                             | ANSFER FORM                                      | PAGE<br>DESIGNATION                                      |   |                         |  |
| For T<br>Depart |   | Department of Adminis                            | *  | ,   |                         |  |
| Of:             | mone                                    | Name Of Principal Depar                          | tment  |   |                         |  |
| EXIST           | ING AGENCY                              | Department of Lands a                            | nd Invest  | ments   |                         |  |
| Quantity        | Desc                                    | ription Of Property                              | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another Principal Department (Please Name) | Retained By<br>Existing |  |
|                 |   |  | (4)  |   | (4)                     |  |
| 2               | 27 drawer me<br>size, gray-p<br>\$50.97 | tal form file, legal<br>urchased September, 1955 | x  |   |                         |  |
|                 | All other pr                            | operty   |  |   | x                       |  |
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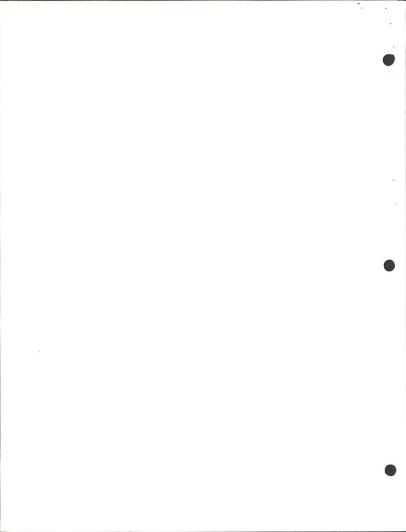
| EXE                       | CUTIVE REO  | RGANIZATION             | DATE   | July 20, 1971   |                                  |
|---------------------------|---|-------------------------|--|---|----------------------------------|
| PF                        | ROPERTY TRA   | ANSFER FORM             | PAGE<br>DESIGNATION                                      |   |                                  |
| For The<br>Departm<br>Of: |   | Department of Adminis   |  | t.  |                                  |
|                           | IG AGENCY   | Name Of Principal Depar |  |   |                                  |
| EXISTI                    | IG AGENCY   | State Board of Examin   |  |   | 8                                |
| Quantity                  | Desc  | ription Of Property     | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another Principal Department (Please Name) | Retained B<br>Existing<br>Agency |
|                           |   |                         | (1/)   |   | (4)                              |
|                           | All office equipment and furniture used by the Executive Secretary and Stenographer in carrying out the functions of the State Board of Examiners  All other property |                         | _ x  |   | x                                |
|                           |   |                         |  |   |                                  |
|                           |   |                         |  |   |                                  |



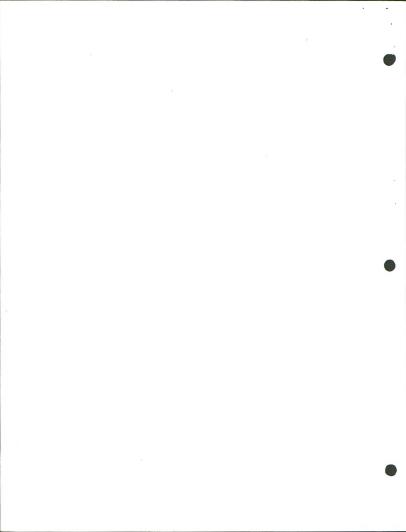
| EX              | ECUTIVE REO              | RGANIZATION                  | DATE July 20, 1971                                       |   |                                   |  |  |  |  |
|-----------------|--------------------------|------------------------------|--|---|-----------------------------------|--|--|--|--|
| /               | PROPERTY TR              | ANSFER FORM                  | PAGE<br>DESIGNATION                                      |   |                                   |  |  |  |  |
| For T<br>Depart | he                       | Department of Admin          |  |   |                                   |  |  |  |  |
| Of:             | unent                    | Name Of Principal Depa       | rtment   |   |                                   |  |  |  |  |
| EXIST           | ING AGENCY               | Public Employees Re          | tirement   | t System  |                                   |  |  |  |  |
| Quantity        | Desc                     | ription Of Property          | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another Principal Department (Please Name) | Retained By<br>Existing<br>Agency |  |  |  |  |
|                 |                          |                              | (4)  |   | <b>(√)</b>                        |  |  |  |  |
|                 | All proper<br>existing a | ty will be retained by gency |  |   | x                                 |  |  |  |  |
|                 |                          |                              |  |   |                                   |  |  |  |  |
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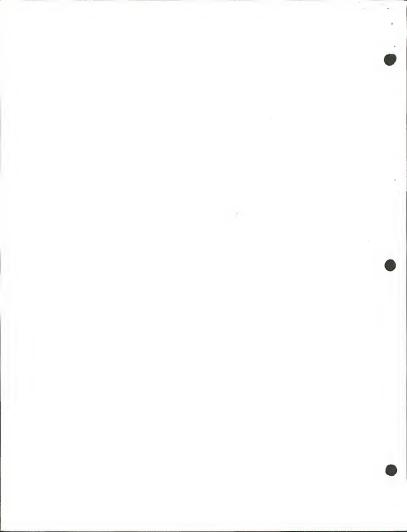
| EX       | ECUTIVE REO                  | RGANIZATION               | DATE   |   | July 20, 1971   |                                   |  |
|----------|------------------------------|---------------------------|--|---|---|-----------------------------------|--|
| F        | PROPERTY TRA                 | ANSFER FORM               | PAGE DESIGNATION   |   |   |                                   |  |
| For T    | he                           | Department of Admin       | istratio   | n |   |                                   |  |
| Of:      |                              |                           |  |   |   |                                   |  |
| EXIST    | ING AGENCY                   | Teachers' Retiremen       | t System   | L |   |                                   |  |
| Quantity | Desc                         | ription Of Property       | Transferred<br>To Principal<br>Department<br>Named Above |   | Transferred To Another Principal Department (Please Name) | Retained By<br>Existing<br>Agency |  |
|          |                              |                           | (4)  |   |   | (4)                               |  |
|          | All property<br>existing age | will be retained by ency. |  |   |   | x                                 |  |
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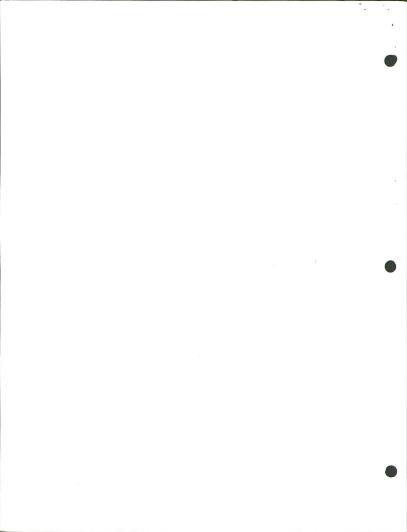
| ·        | ECUTIVE DEO  | RGANIZATION   | DATE   | 1.1-00 1007   |            |  |  |  |  |
|----------|--|---|--|---|------------|--|--|--|--|
|          |  |   | PAGE   |   |            |  |  |  |  |
|          | PROPERTY TRANSFER FORM  For The Department of Admin: |   |  | DESIGNATION   |            |  |  |  |  |
| Depart   |  | Department of Admir   | nistratio  | n   |            |  |  |  |  |
| Of:      |  | Name Of Principal De  |  |   |            |  |  |  |  |
| EXIST    | ING AGENCY   | Montana Highway Pa  |  |   |            |  |  |  |  |
| Quantity | Desc   | ription Of Property   | Transferred<br>To Principal<br>Department<br>Named Above | Transferred To Another Principal Department (Please Name) |            |  |  |  |  |
|          |  |   | (V)  |   | <i>(√)</i> |  |  |  |  |
| 1        | 2-drawer fil   | e cabinet with lock   | X  |   |            |  |  |  |  |
| 1        | contribution   | udes patrolmen's<br>s, pension payments<br>isbursements, journal<br>general ledger. | x  | ·   |            |  |  |  |  |
| ı        | Official Mir   | ute Book  | x  |   |            |  |  |  |  |
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| EX            | EXECUTIVE REORGANIZATION             |                            |  | DATE July 20, 1971 |  |               |                         |  |  |
|---------------|--------------------------------------|----------------------------|--|--------------------|--|---------------|-------------------------|--|--|
| /             | PROPERTY TRA                         | ANSFER FORM                | PAGE<br>DESIGNATION                                      |                    |  |               |                         |  |  |
| For T         | he                                   | Department of Admin        |  |                    |  |               |                         |  |  |
| Depart<br>Of: | ment                                 | Name Of Principal Dep      | · · · · · · · · · · · · · · · · · · ·                    |                    |  |               |                         |  |  |
| EXIST         | EXISTING AGENCY Merit System Council |                            |  |                    |  |               | _                       |  |  |
|               |                                      | ription Of Property        | Transferred<br>To Principal<br>Department<br>Named Above | Pri                | sferred To Anoth<br>ncipal Department<br>(Please Name) | et etained By | Retained By<br>Existing |  |  |
|               |                                      |                            | (√)  |                    |  | 6             | V)                      |  |  |
|               | All property<br>existing age         | will be retained by<br>ncy |  |                    |  |               | X                       |  |  |
|               |                                      |                            |  |                    |  |               |                         |  |  |
|               |                                      |                            |  |                    |  |               |                         |  |  |
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| EX              | ECUTIVE REO  | RGANIZATION             |                | PAGE July 20, 1971 PAGE DESIGNATION |   |     |  |  | 71                      |  |
|-----------------|--------------|-------------------------|----------------|-------------------------------------|---|-----|--|--|-------------------------|--|
|                 | PROPERTY TRA | ANSFER FORM             |                |                                     |   |     |  |  |                         |  |
| For T<br>Depart |              | Departme                | nt of Admir    | istrat                              | ion   |     |  |  |                         |  |
| Of:             |              |                         | Principal Depa |                                     |   |     |  |  |                         |  |
| EXIST           | ING AGENCY   | Board of                | State Pris     |                                     | mission   | ers |  |  |                         |  |
| Quantity        | Desc         | Description Of Property |                |                                     | Transferred To Another Principal Department (Please Name) |     |  |  | Retained By<br>Existing |  |
|                 |              |                         |                | (4)                                 |   |     |  |  | (V)                     |  |
|                 | No propert   | y assigned to           | agency ·       |                                     | -   |     |  |  |                         |  |
|                 |              |                         |                |                                     |   |     |  |  |                         |  |
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| EXI                      | CUTIVE REO              | RGANIZATION                  | DATE                             | DATE July 20, 1971 |   |                                   |  |  |  |
|--------------------------|-------------------------|------------------------------|----------------------------------|--------------------|---|-----------------------------------|--|--|--|
| Ρ                        | ROPERTY TRA             | ANSFER FORM                  | PAGE<br>DESIGNATION              |                    |   |                                   |  |  |  |
| For Th<br>Departs<br>Of: | nent                    | Departmen  Name Of Principal | nt of Administration  Department |                    |   |                                   |  |  |  |
| EXIST                    | NG AGENCY               | State Dep                    | ository Bo                       | ard                |   |                                   |  |  |  |
| Quantity                 | Description Of Property |                              |                                  |                    | Transferred To Another Principal Department (Please Name) | Retained By<br>Existing<br>Agency |  |  |  |
|                          |                         |                              | (√)                              |                    |   | (\sqrt)                           |  |  |  |
|                          | No propert              | y assigned to agency.        |                                  |                    |   |                                   |  |  |  |
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